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# Example of Accounting & Reporting Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounting & reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting & reporting

* Conducting account and performance analyses
* Handling investor, management, and regulatory reporting for multiple legal entities transacting in global capital markets
* Launching new funds and managed accounts
* Handling complex investor transactions
* Conducting historical analyses
* Fielding bespoke requests from the firm's Senior Management and Investor Relations Group
* Re-engineering and implementing processes
* Testing and integrating various types of software
* Prepare and submit accurate financial statements in accordance with Russian standards (quarterly and annually), being the acting Chief accountant for 2 legal entities (Ruscan and Ruscan distribution)
* Ensure compliance with Russian accounting legislation, Finance manual and other policies and procedures, strong controls and procedures (post-ICE initiative) are developed to cover processes in charge, to be executed by the team in efficient way, to minimize risks of inaccurate or non-timely transactions or fraud

## Qualifications for accounting & reporting

* Prepare and review information used in external reporting (Earnings Release, 10K, Census Bureau) & support the SEC filing each quarter
* Collaborate closely with team to ensure continuous improvement of the closing process
* Perform reviews and provide reporting related guidance to Controller’s Group teams and field locations
* Previous entertainment industry experience in Television Distribution accounting/finance required
* Co-Lead the Balance Sheet and Cash Flow analysis & reporting process
* Present to Controller and CFO quarterly insights on the Balance Sheet and Cash Flow